STANDARD OPERATING PROCEDURE			
Data Management			
Supersedes Document/Revision No:	New SOP	**Revision Date:**	

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1. Policy

1.1. The Flow Cytometry and Cell Sorting Facility, hereafter called "FCCSF," has a data maintenance policy.

2. Purpose

2.1. To outline the procedures that must be followed while working in FCCSF for data preservation and management.

3. Responsibilities

3.1. Data preservation

3.1.1. Data backup – On all instruments, it is the users' responsibility to ensure their data is backed. Exporting immediately after running is recommended. A flash drive may be used to transfer data. The FCCSF maintains backup data for the Fortessa, Aria and Cytek Aurora 5-L as a courtesy, but cannot guarantee its retention.

3.2. Data management

3.2.1. Deleting old data out of instrument browser - Staff will delete data off the cytometer computers every 3 to 6 months or as needed to free up space on drives. Users will be notified before this is done. If users fail to delete their data, FCCSF staff will delete it.

4. Date established and subsequent reviews (annually at a minimum)

4.1. List the date of establishment

4.2. List dates of subsequent reviews or changes to the procedure.

Revision	Review or Revision Date	Description of Changes	Reviewed By
0.0	11/01/2024	Initial Release	EVS and RM